

United States  
Department of  
Agriculture

Farm  
Service  
Agency

Oklahoma State FSA Office  
100 USDA, Suite 102  
Stillwater, OK 74074

April 30, 2003

**ERRATUM**

TO : County Offices  
FROM : Jim Reese  
State Executive Director  
SUBJECT : OK Notice AS-396



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OK Notice AS-396, FY 2003 Equipment Requests, was forwarded to county offices without Exhibit 1 attached. Please add Exhibit 1 to your notice.



**FSA-199**  
(02-26-03)

**U.S. DEPARTMENT OF AGRICULTURE**  
Farm Service Agency

**REQUEST FOR SUPPLIES, EQUIPMENT, AND SERVICES**

1. REQUISITION NO.	2. REQUISITION DATE	3. APPROPRIATION CODE
4. TO (Procurement Office)	5. REQUESTING OFFICE	
6. RECOMMENDED SOURCE OF SUPPLY OF (VENDOR)	8. SHIPPING ADDRESS (If other than Item 6)	
7. CONTRACT NO.		

9. ITEM NO.	10. ARTICLES OR SERVICES	11. QUANTITY	12. UNIT	13. UNIT PRICE	14. AMOUNT

15. DISCOUNT TERMS	16. DELIVERY TIME	17. F.O.B. POINT	18. SHIP VIA
19. BILLING INSTRUCTIONS			20. <b>Total</b> <b>\$</b>
21. SIGNATURE OF AUTHORIZED PERSON	22. TITLE	23. DATE (MM-DD-YYYY)	

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## Completion Instructions for FSA-199, Request for Supplies, Equipment, and Services

Entries are required in the following fields:

Field 1 - Requisition No.	County Name - FY # (sequential including all requests)
Field 2 - Requisition Date	Date of preparation
Field 3 - Appropriation Code	Leave blank
Field 4 - To:	Oklahoma State FSA Office
Field 5 - Requesting Office	County Office Name
Field 6 - Recommended Source	If known, otherwise leave blank for STO completion
Field 7 - Contract No.	Leave blank
Field 8 - Shipping Address	Street Address and Suite Number, NO PO BOXES
Field 9 - Item No.	001 - Note: only one item per request
Field 10 - Articles or services	Description of item, including color if applicable and justification for purchase
Field 11 - Quantity	
Field 12 - Unit	
Field 13 - Unit Price	If known, otherwise leave blank for STO completion
Field 14 - Amount	If Field 13 is completed
Field 15 - Discount terms	Leave blank
Field 16 - Delivery Time	Leave blank
Field 17 F.O.B. Point	Leave blank
Field 18 - Ship VIA	Leave blank
Field 19 - Billing Instructions	Leave blank
Field 20 - Total	Leave blank
Field 21 - Signature	CED or FLM
Field 22 - Title	CED or FLM
Field 23 - Date	Date signed